



CITY OF SAN ANTONIO  
**DEVELOPMENT SERVICES DEPARTMENT**  
P.O. BOX 839966 • SAN ANTONIO TX 78283-3966 • 1901 S. ALAMO ST., 78204



TO: Development Services Customers

SUBJECT: **INFORMATION BULLETIN 235**  
Commercial Minor Structures Permits

DATE: February 18, 2019

CREATED BY: Plan Review Division

---

**Purpose:**

As a customer service initiative, the Development Services Department (DSD) created this Information Bulletin 235 to provide information regarding the expanded commercial minor structures permitting process (previous “walkthroughs”).

**Scope:**

For many years the City of San Antonio performed “walkthrough” permitting for a few simple interior commercial business and mercantile applications with an additional fee. Over the years this service has been used less and less. At the same time DSD was aware of many types of plans that could have been reviewed quicker, but were placed into longer review time queues by default. In preparation for the new permitting software, DSD created a single Project Application that included new types of simple commercial projects called “minor structures” which could be expedited. In preparation for the new permitting software DSD is creating a new review team for projects that include these minor structures, to fully implement this new expanded service Feb 18, 2019.

**Types of Commercial Minor Structures**

Minor Structures include the following common types of projects or portions of a project that could be reviewed more rapidly:

- Communication/Cell Type Utility Equipment/Antennas
- Monuments for sign – requires a sign review
- Non-Covered Decks
- Temporary covered Pedestrian Walkways – See [Information and Form](#) - required form
- Alterations to Drive thru and Parking Isles
- Shade Structures without walls
- Building Façade work not located on a Corridor Overlay or Historic District
- Playground Equipment (Parks and Rec)
- Electric Fences – See [Chapter 10 Amendments Art 6 10-53\(d\) pages 88-90](#)
- Non-Electric Commercial Fences

- Concrete Slabs for Equipment (not for future buildings)
- Retaining Walls See [IB 171 and Form](#) - required form
- Water Tanks – See IBC Section 105.2 for work exempt from permits
- Gazebos without walls
- Drive up Ice Machines/Teller Machines, etc. See [RID98](#) (no form)
- Interior Only Work under 3,000 square feet for B or M Occupancies (non healthcare)
- Other – Other submittals as determined by DSD may be reviewed as expedited depending on scope of work and work load of the review team.

None of these applications are eligible for expedited reviews where there are:

- Historic Buildings
- Neighborhood Protection, Corridor or other zoning overlays/districts
- Located in a Floodplain
- Impacts to existing fire lanes
- Medical/clinic uses
- Require health department reviews
- Requires a tree inspection due to impacts to protected trees
- Addressing where existing suites are being split or combined (B and M occupancies). If the customer obtains a new address prior to submittal for the new tenant suite, then DSD will be able to finish reviews in 3 days, otherwise the permit would need to be reviewed on an 8-day cycle to obtain a new address.

At DSD discretion, the time of submittal / first review, the project may be placed in review as a Minor Commercial Permit with an 8-day review cycle.

Minor structures which are a part of the scope of a larger project may still be permitted as “Minor Structures Permits” since these portions of a project are often submitted later in the project. However, if submitted at the same time as the main project permit, these may follow the turnaround of the parent project permit, especially where other agencies have not already reviewed the parent project (such as TCI Stormwater, TCI Traffic, etc.).

## **Approval Process**

The intent of these types of permits is to be reviewed in a short turnaround time by one reviewer assigned to the Minor Structures Review team. The turnaround time is set to no more than three business days from the date the commercial intake starts processing. If payment of fees is not made that same day, the City clock starts the next business day after payment of fees.

## **Application**

In order to obtain a Minor Structures building permit, the owner or the owner’s representative shall submit a [Commercial Project Application](#) to:

Development & Business Service Center  
1901 S. Alamo, San Antonio, Texas 78204,  
Attention: Plans Management – Building Plans Review

For a project where the entire scope of work is the minor structure, the application shall be filled out by completing Sections I, II, IV, VI and signing Section XII. Other sections would not apply.

## **Fees**

There are no additional fees for a Minor Structures Permit. The previous \$100.00 walkthrough fee will not be charged even if the application is for a “B” or “M” occupancy under 3,000 square feet. Fees for a minor structures permit are based on valuation and follow the same process of assessing fees as any other commercial permit application including any approved COSA Fee waiver. See: <https://www.sanantonio.gov/CCDO/IncentivesandPrograms/COSAFeeWaivers>

## **Construction and Inspections**

Construction and inspections follow any commercial building permit issued by the City of San Antonio. By default most of these structures, since not occupiable, do not receive a Certificate of Occupancy (COO) at the end of the project; rather the permit is closed when issued a Letter of Completion (LOC). Some types of minor structures would obtain a COO; where they are new construction, permanent and the public can congregate under a roof, such as shade structures or gazebos, and a pool house.

## **Summary:**

This IB covers the process regarding Minor Structure Permits. The goal is to obtain faster turnaround times for these simpler projects, as well as free up reviewers for the more complex types of plans. We hope this process will assist our customers with their construction process. If you have any questions, please contact the Plan Review Staff at [DSDPlansManagement@sanantonio.gov](mailto:DSDPlansManagement@sanantonio.gov).

<b>Prepared by:</b>	Richard Chamberlin, PE, Development Services Engineer
<b>Reviewed by:</b>	Crystal Gonzales, PE, Development Services Engineer Florence Diaz, Development Services Manager
<b>Authorized by:</b>	Terry Kannawin, Assistant Director